

# *A Guide to*



## CorelDRAW® X5

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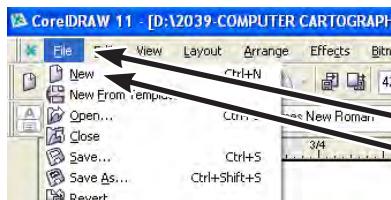
See the Legal Notices in Help, About...

Mary Lee Eggart  
2011



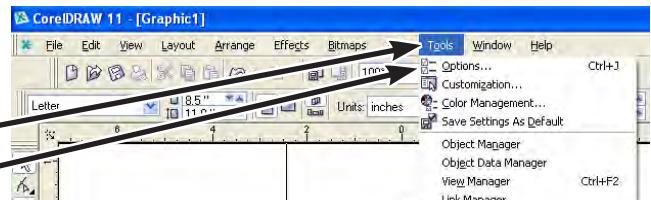
# Setting CorelDraw X5 Options

(You may have to do this each time you open Corel in the CADGIS lab. On your personal computer you should only have to do it once.)

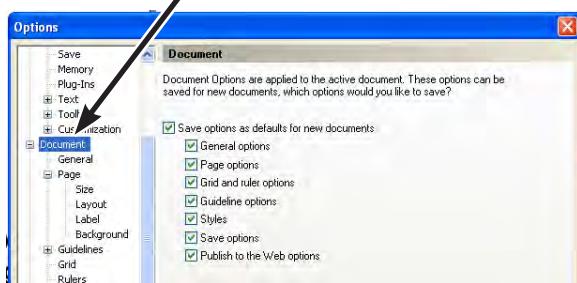


1. From the Main Menu, select File New

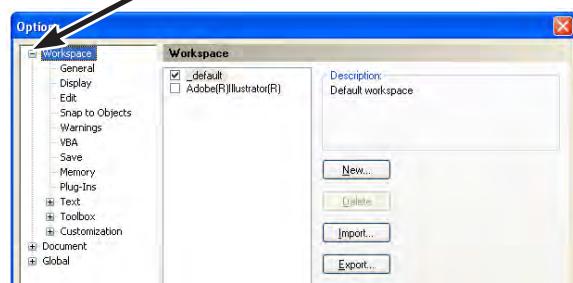
2. From the Main Menu, select Tools Options



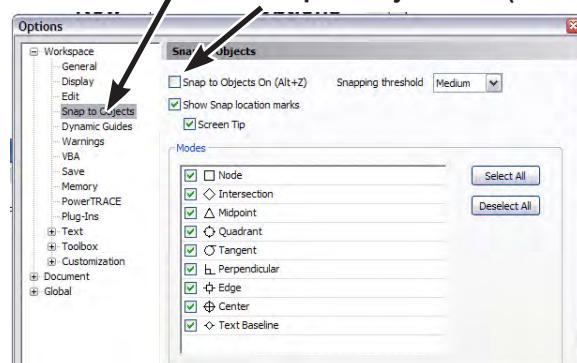
3. In the Options Dialog box, click on "Document" and check all boxes.



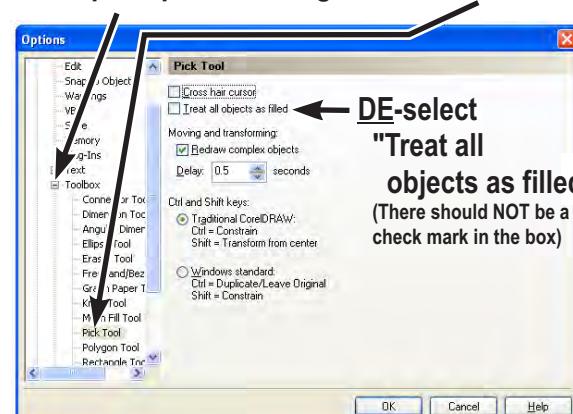
4. Click on the + sign in front of Workspace to open up the headings



5. Click on "Snap to Objects" and DE-select "Snap to Objects On (Alt+Z)" (there should NOT be a check mark in the box)



6. Click on the + sign in front of Toolbox to open up the headings. Click on Pick Tool.

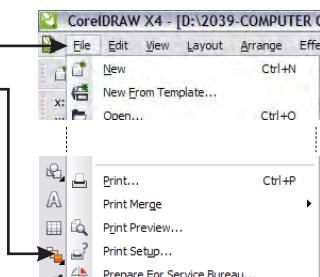


7. Click on OK

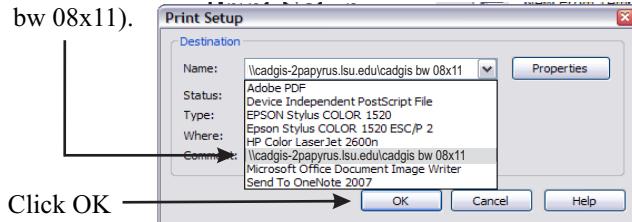
# Printing From CorelDraw

## 1. Check to make sure your image fits within the printable area of the page:

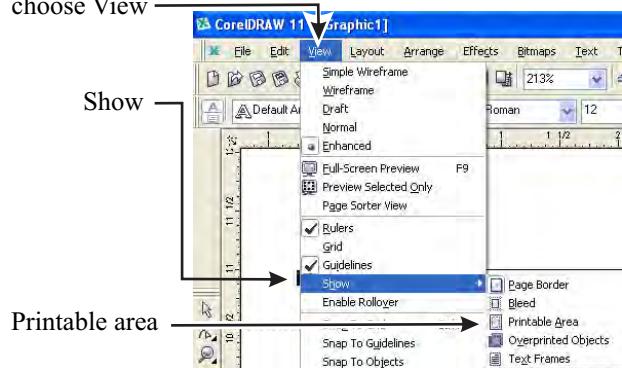
1. From the Main Menu, choose File  
Print Setup



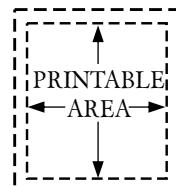
2. In the Print Setup Dialog Box, choose the printer you wish to print from (in the CADGIS lab, this will usually be cadgis bw 08x11).



3. From the Main Menu, choose View



4. Double dashed lines will appear around the edges of the paper margins. The innermost (smaller) rectangle represents the maximum printable area of the page. Any elements that fall outside this rectangle will not print.



5. If your image is not within the printable area:

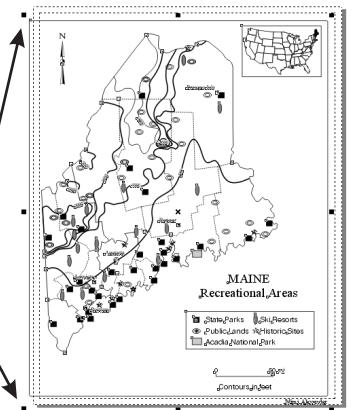
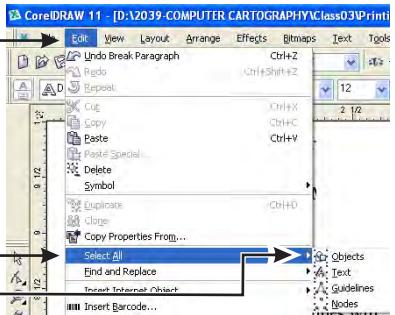
a. from the Main Menu, select Edit

Select All

Objects

b. With the Pick Tool, move the image until it fits within the printable area.

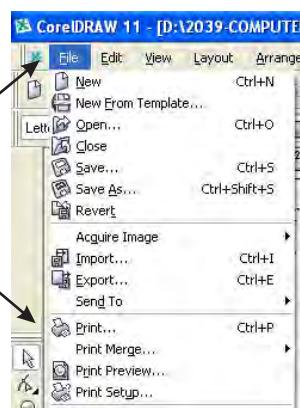
c. If the image is too large, grab one of the small black squares at the corner of the image and drag it in slightly until the whole image fits within the printable area.



## 2. Print

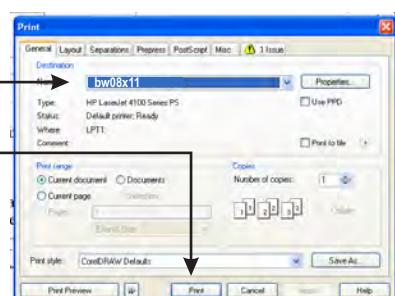
1. From the Main Menu, select File

Print



2. In the Print Dialog Box, select the desired from Printer Name Box

3. Click Print



## CorelDraw default window layout

### TOOLBOX:



**Pick tool** →

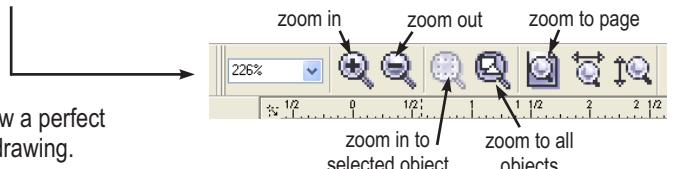
used to select and move objects and to resize them. Click on the object, hold down the left mouse button and drag the object where you want it.

**Shape tool** → changes the shape of lines and objects.

**Crop tool**

**Zoom tool** → To zoom in closer to an area, position the cursor in the middle of the area and left click the mouse or hold down the left button while drawing a frame around the area you wish to enlarge. To zoom out, right click the mouse. More specific controls are on the property bar at the top of the window.

**Freehand tool** → draws straight and curved lines



**Smart fill tool**

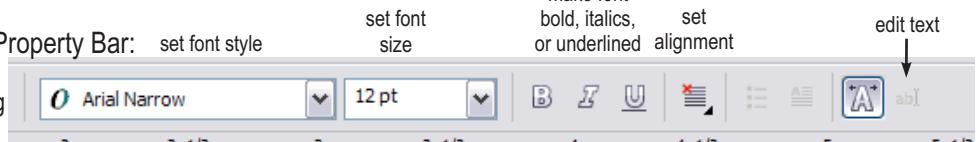
**Rectangle tool** → draws rectangles and squares. To draw a perfect square, hold down the Ctrl key while drawing.

**Ellipse tool** → draws ellipses and circles. To draw a perfect circle, hold down the Ctrl key while drawing.

**Polygon tool**

**Basic shapes**

**Text tool** → creates lettering



**Table tool**

**Interactive effects tools**

**Copy fill tool**

**Outline tool** → changes the width, color, and pattern of outlines

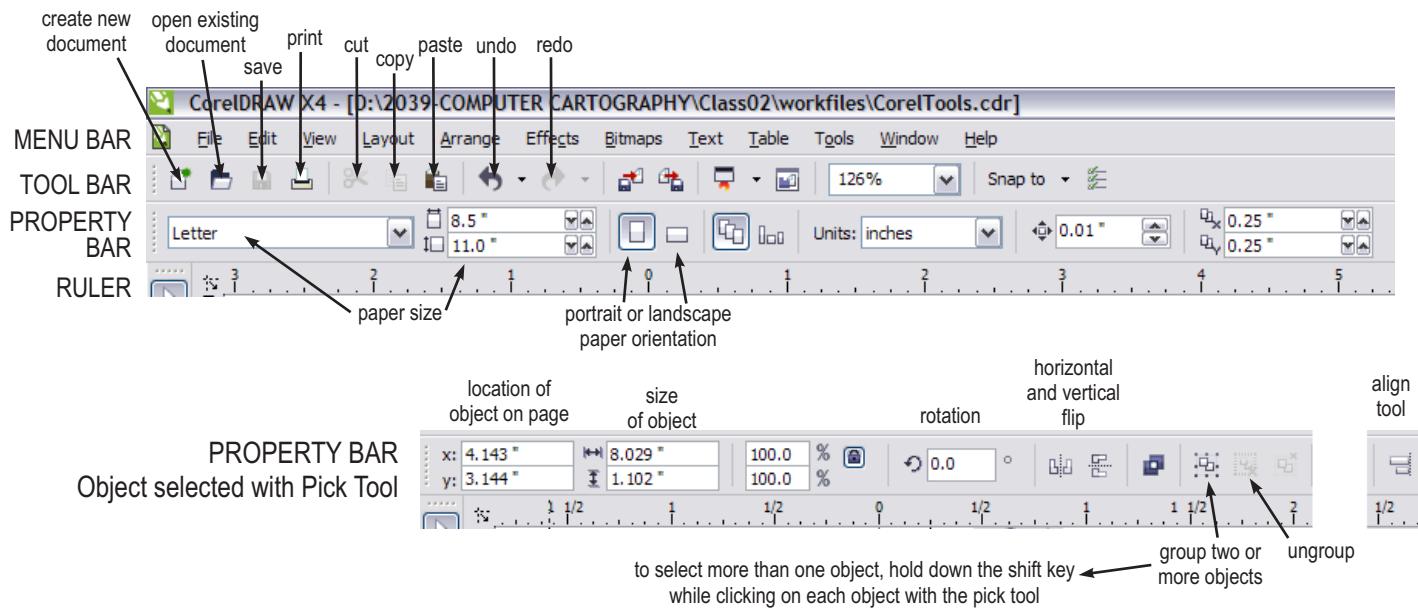
**Fill tool** → changes the color or pattern of filled objects

**Interactive fill tool**

### Outline Property Bar:

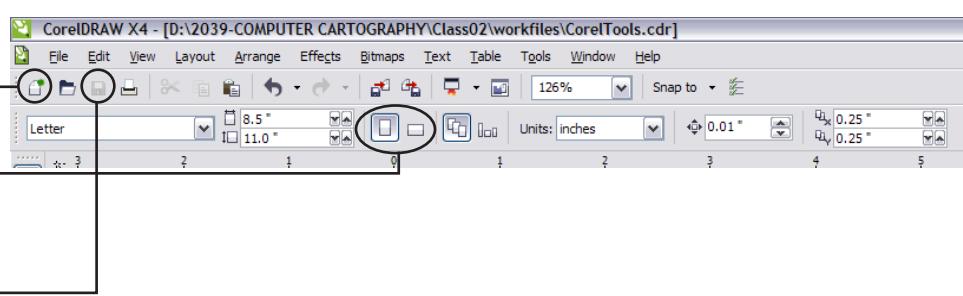
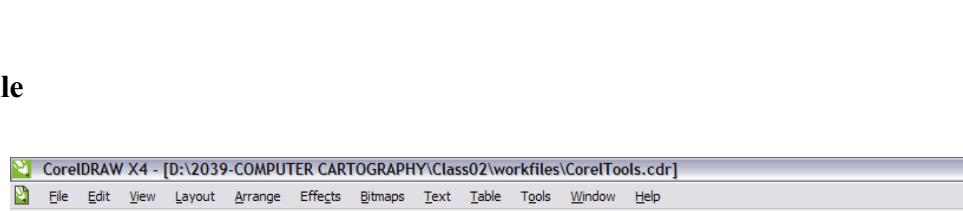
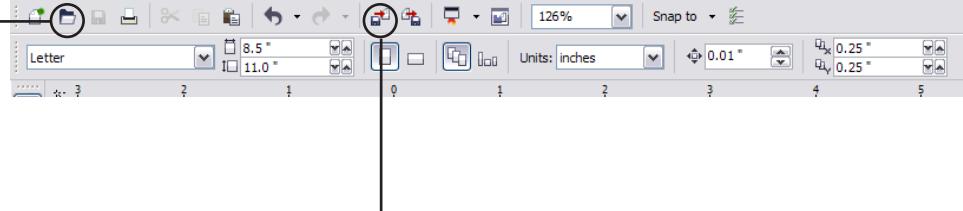


Note: To display more detailed instructions for each tool, select Help from the Main Menu and then choose Hints.

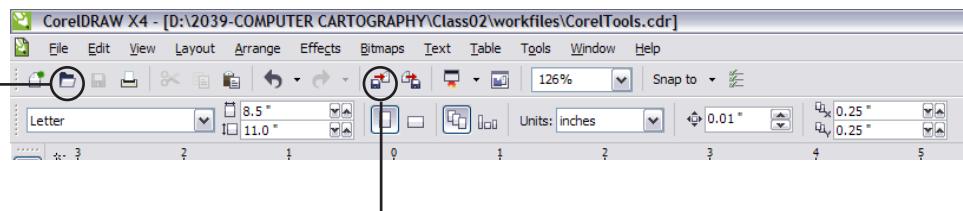


# Getting Started

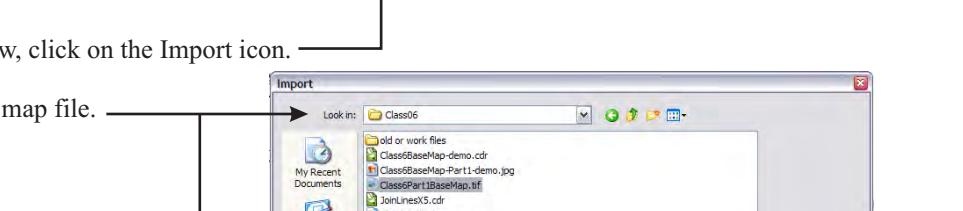
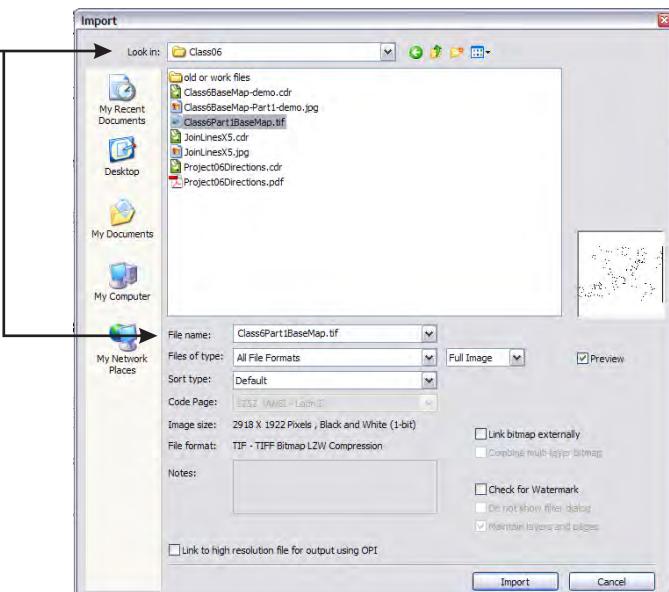
## Creating a New Document

1. Launch CorelDraw X5.
2. In the Tool Bar at the top of the window, click on the new document icon. 
3. Choose portrait or landscape orientation from the Property Bar. 
4. Save the document to the location of your choice by clicking the Save icon in the Tool Bar. 

## Opening an Existing CorelDraw File

1. Launch CorelDraw X5.
2. In the Tool Bar at the top of the window, click on the Open icon. 
3. To save the file to a different name and/or location, select File from the Main Menu, then Save As.

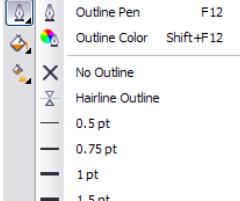
## Importing a Base Map to Trace

1. Create a new document.
2. From the Tool Bar at the top of the window, click on the Import icon. 
3. In the Import Dialog Box, locate the base map file. 
4. Click on Import
5. The cursor will change to a notation. Position this anywhere on the page and left click once to place the imported file in the window. OR press enter on the keyboard to center on the page. OR press the spacebar to place it in the location of the original file.

Class6Part1BaseMap.tif  
w: 9.727 in, h: 6.407 in  
Click and drag to resize.  
Press Enter to center on page.  
Press Spacebar to use original position.

## Tracing Lines with the Freehand Tool

1. Select the Freehand Tool from the toolbox.
2. Hold down the left mouse button and trace the line as closely as you can.
3. If your line needs adjusting after it's drawn, select the Shape Tool from the toolbox and use the nodes and handles to fine tune the path of your line (see #4 below). Nodes can be added by double clicking on the line or deleted by double clicking on an existing node.
4. The width, pattern, and color of the line can be changed in the Outline Tool dialog box. (Choose Outline Pen from the flyout menu.)

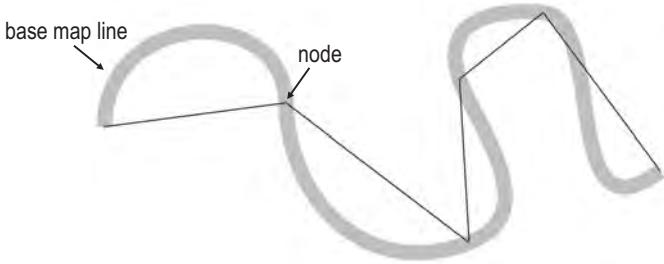


Zoom in closely for better control when using the freehand tool. The lines you draw should be smooth. If they are jagged with a lot of nodes, try increasing the freehand smoothing number. If the lines are too smooth, decrease the freehand smoothing number: With the freehand tool selected, the last option on the tool bar at the top of the window sets the freehand smoothing.



## Creating Contour Lines and Other Smooth Curves

1. Select the Freehand Tool from the toolbox.
2. Draw a series of straight line segments that follow generally the path of the curve. Click once at the beginning of the line, click twice at each intermediate node, click once at the end of the line.



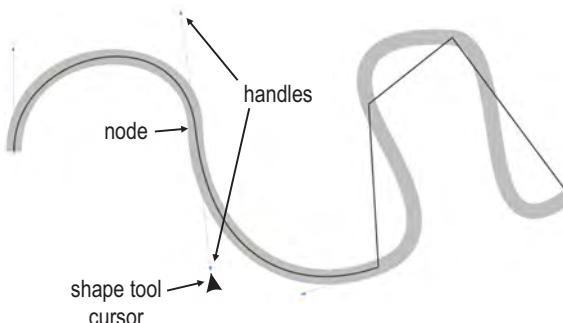
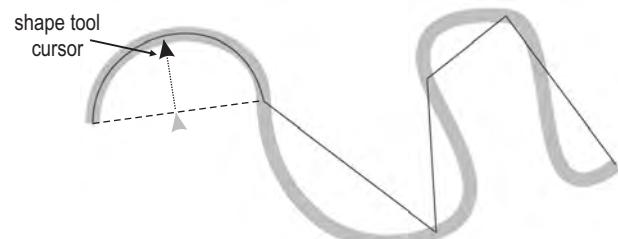


3. Select the Shape Tool and click on the line you just drew. From the Property Bar click on "select all nodes" and then "convert line to curve."



a. With the line still selected with the Shape Tool, click in the middle of the line segment, hold down the mouse button and drag the line.

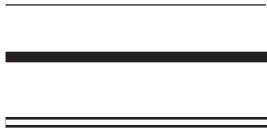
b. With the Shape Tool selected, click on a node. Handles will appear that can be moved to adjust the curve of the line. (Nodes are small open squares, handles are blue arrows.)



## Creating a Double Line for Highways and Roads

1. Trace the highway lines from the base map using the freehand tool.
2. Change the width of the line to 4 points\*.
3. Duplicate the line (“+” on the numeric keyboard).
4. Change the width of the duplicated line to 2 points.
5. Change the color of the duplicated line by clicking with the **right** mouse button on the white square in the palette.

\*Line widths given here are for example only, adjust the widths to suit your map.



## Making a River Line Gradually Decrease in Width

1. Draw the entire length of the river.

2. Select the river line with the Shape Tool



3. Break the line in at least 3 places, fairly evenly spaced. (Make more breaks on longer rivers.)

To break a line:

- a. With the ShapeTool right click on the line where you want it to break.

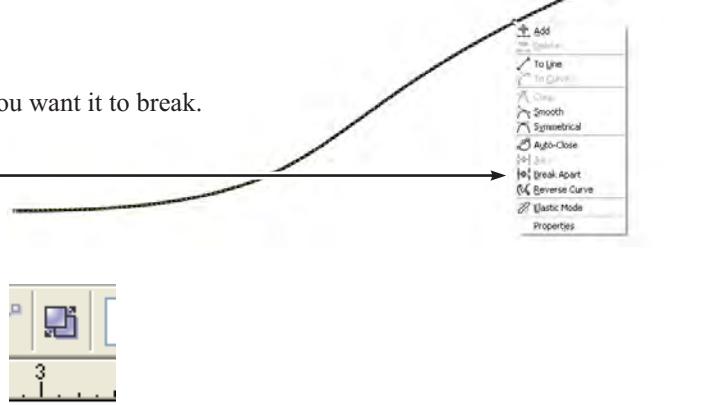
- b. In the menu that appears, click Break Apart.

- c. Repeat at every point on the line you wish to break.

- d. Click on the Pick Tool.



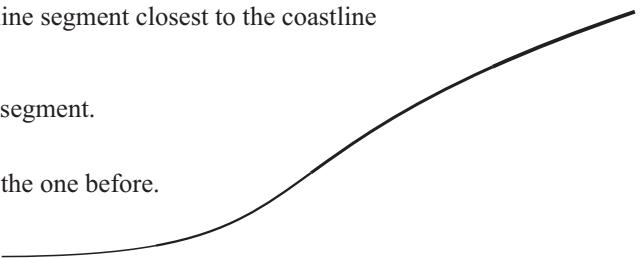
- e. With the line still selected click on the Break Apart icon in the middle of the property bar at the top of the window.



4. Click in a blank space to deselect the line. With the Pick Tool, select the line segment closest to the coastline and make it the same width as the coastline.

5. Select the next line segment and make it 0.2-0.4 pts thinner than the first segment.

6. Continue selecting segments, making each about 0.2-0.4 pts thinner than the one before.



# Creating Fills

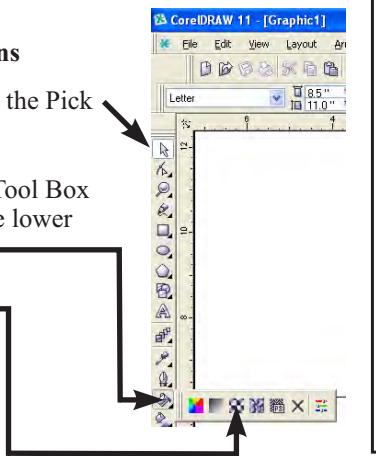
In order for an object to fill, the outline around it must be a “closed path:” there can be no gaps in the outline. If you have drawn an object and it will not fill, refer to page 10 for directions on how to join lines and close the path.

To fill an object with a color, select the object with the pick tool and then left click on a color in the palette on the right side of the window. (Note: to change the color of the outline of an object, *right* click on a color in the palette.

To fill an object with a pattern, see below.

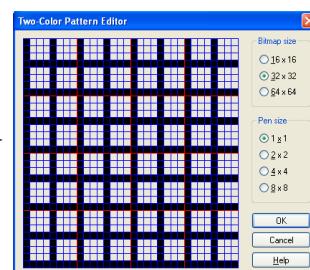
## I. Using Existing Corel Patterns

1. Select a closed path area with the Pick Tool.
2. Select the Fill Tool from the Tool Box and click on the triangle in the lower right to view the Fill Flyout.
3. Select the Pattern Fill icon (3rd from left).
4. In the Pattern Fill dialog box, choose a pattern from the catalog at the top center. Click on arrow at right to open catalog.
  - i. Change the size or rotation as needed.
  - ii. Change the color of the background or foreground if desired.
5. Click on OK and your object will be filled with the pattern you selected.



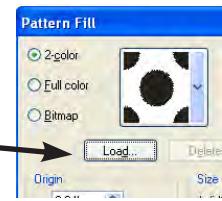
## II. Creating a Fill in the Pattern Fill Dialog Box (best for line and dot patterns)

1. In the Pattern Fill Dialog box, click on Create.
2. In the Pattern Editor, left click on squares in the grid to create a line or geometric pattern. Use the right mouse button to de-select squares if necessary.
3. Click OK and the pattern will be added to the catalog and can be applied and manipulated as described in I. above.



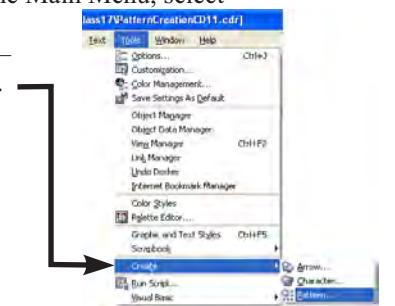
## III. Loading a Pattern from a File in the Pattern Fill Dialog Box

1. In the Pattern Fill dialog box, click Load.
2. Find the file you wish to make a pattern of and select it. (There are several scanned pattern in tif files in the CADGIS Geog 2039 Class Info folder—see attached sample sheet).
3. Click Import and the image will be added to your catalog and can be applied and manipulated as described in I. above.



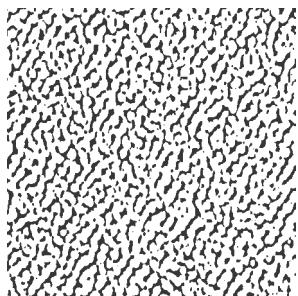
## IV. Creating a Pattern from a Drawing Object

1. Create a drawing object. → ★
2. From the Main Menu, select Tools—Create—Pattern.
3. In the Create Pattern dialog box, under Type, select Two-Color and under Resolution, select High. Click OK.
4. Hold down the shift key and draw a frame around the object you want to make a pattern with.
5. When the message “Create pattern with selected area?” appears, click OK.

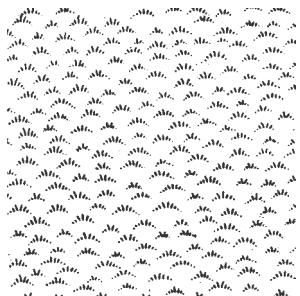


NOTE: Some printers have difficulty printing CorelDraw patterns correctly. To assure accuracy, export the file as a 600 dpi tiff or jpeg and print the exported file. See page 11.

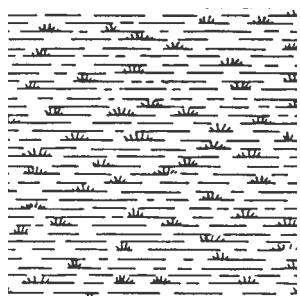
## Pattern Files in the CADGIS Geog 2039 Class Info Folder



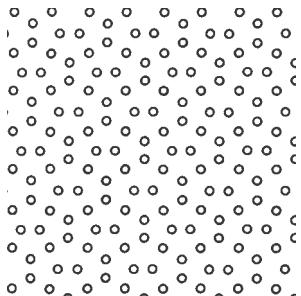
Coquile



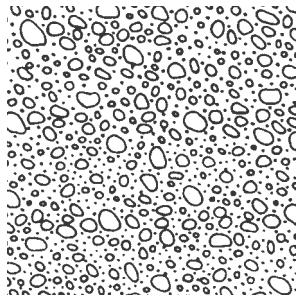
Grass



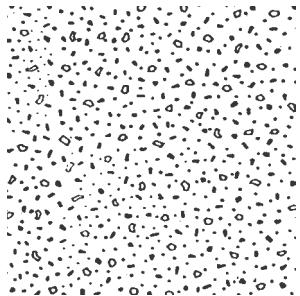
Marsh



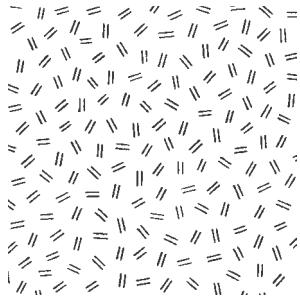
OpenCircles



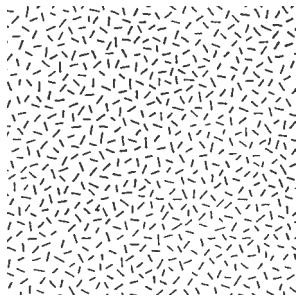
Pebbles-Large



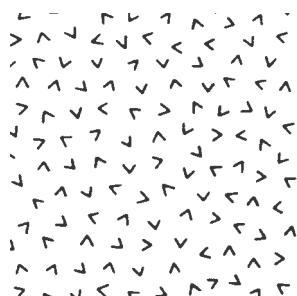
Pebbles-Small



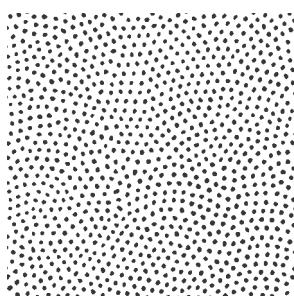
RandomDoubleLines



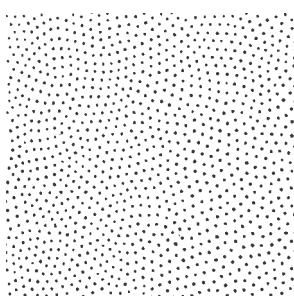
RandomLines



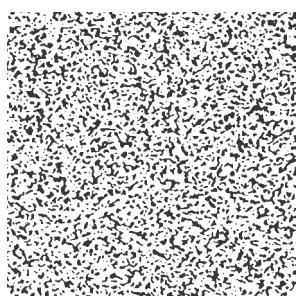
RandomVs



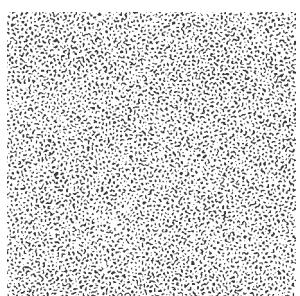
Sand-Coarse



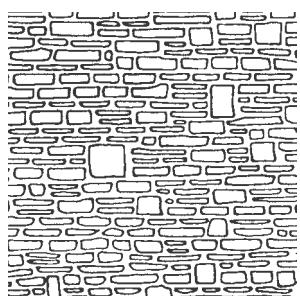
Sand-Fine



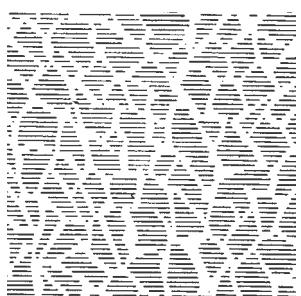
Stipple-Coarse



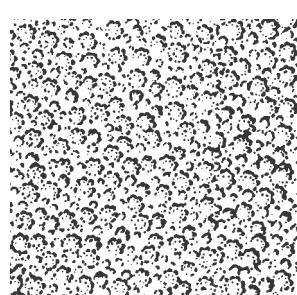
Stipple-Fine



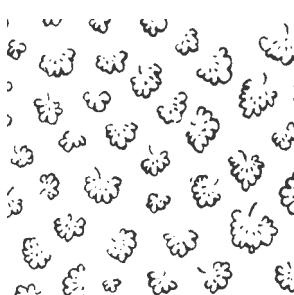
Stone



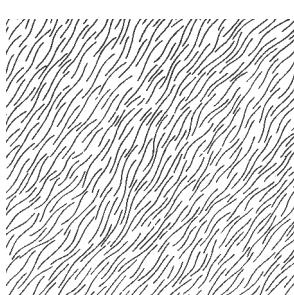
TidalFlats



Trees-Dense



Trees-Sparse

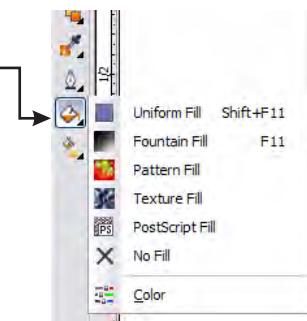


WoodGrain

## Color

To add color to a CorelDraw drawing object, select the object with the Pick Tool and left click on any color in the palette to the right side of the window. To change an outline color, *right* click on a color. (Note: click on the left pointing arrow at the bottom of the palette to open up the entire selection of colors.)

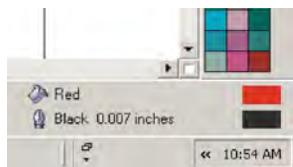
For more specific color mixing or fountain fills (gradations), open the Fill Tool flyout menu from the toolbox and select the desired effect.



### IDENTIFYING EXISTING COLORS:

Select the object of unknown color with the Pick Tool.

Look at the bottom right corner of the screen to identify the color (fill color is at top, outline color at bottom).



### DIRECT MIXING:

Select the area to be filled with the Pick Tool.

Click on the first color in the palette on the left side of the window.

Hold down the Control Key on the keyboard and click on the second color in the palette. Each time you click, it will add more of the second color to the first. Continuing clicking until the color is to your liking.

### MIXING FROM THE FILL TOOL DIALOG BOX:

1. With the Pick Tool, select the area containing the color you wish to manipulate.
2. From the Tool Box, select the Fill Tool flyout (2<sup>nd</sup> from bottom, paint bucket). Click on the Uniform Fill Box (first icon in the flyout).
3. In the Fill Color Dialog Box, click on the Mixers tab at the top.
4. Make sure the Model is set to "CMYK."
5. Set the Hues to "Primary"
6. If you wish to create a tint of your selected hue, set Variation to "Lighter." A selection of tints will appear at the middle left of the dialog box. Click on the one you want and click OK.

To create a shade of your selected hue, set Variation to "Darker."

To lessen the intensity of your selected hue, set Variation to "Less Saturation."

To find the complement of a selected hue, set Hues to "Complement."

To add any of the hues you create to the palette, click on Add to Palette at the bottom left.

# Breaking and Joining Lines

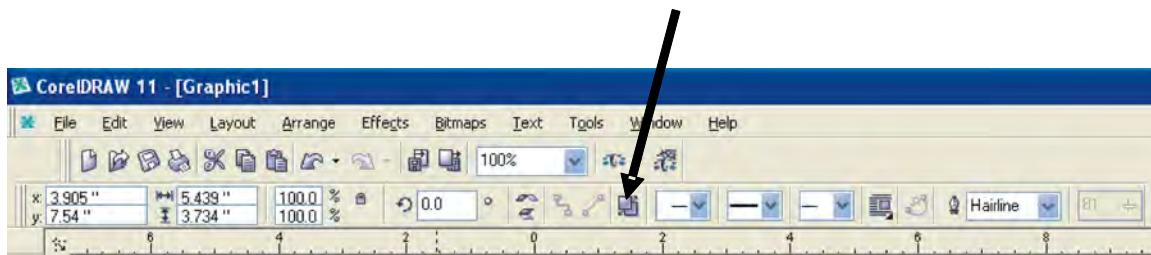
## To break a line apart into separate segments:

### I. BREAK NODES (SHAPE TOOL)

1. With the Shape Tool, RIGHT click on the line where you want to break the line
2. Click on Break Apart.

### II. BREAK LINE APART (PICK TOOL)

3. With the Pick Tool, click on the Break Apart icon in the middle of the Property Bar.

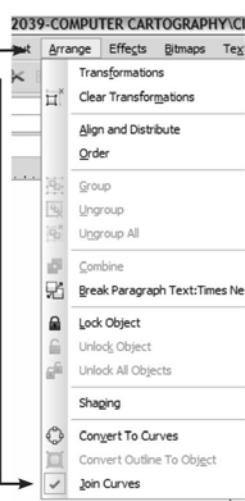


4. Deselect the line by clicking anywhere else on the screen. Then select any individual segment of the line.

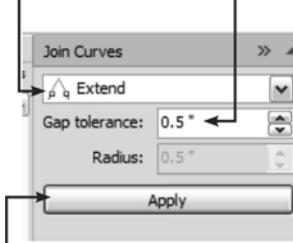
## To join separate lines:

### the easier way:

1. From the Main Menu, select Arrange, Join Curves



2. In the Join Curves dialog box, select Extend and set the gap tolerance at 0.5"



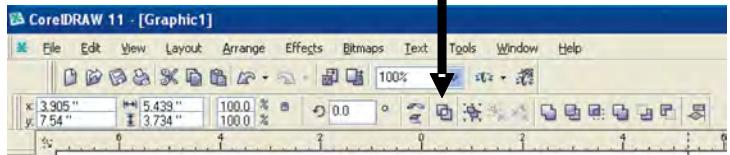
3. With the Pick Tool, click on one line. Hold down the Shift Key and click on the additional lines.

4. Click Apply in the Join Curves Dialog box.

### the harder way (if the easier doesn't work):

#### I. COMBINE LINES (PICK TOOL)

1. With the Pick Tool, click on one line. Hold down the Shift key on the keyboard and click on the second line.
2. Click on the Combine icon in the middle of the Property Bar.

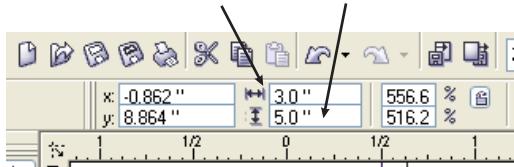


#### II. JOIN NODES (SHAPE TOOL)

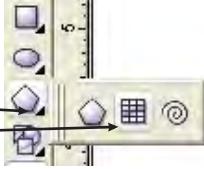
3. With the Shape Tool, draw a marquee (frame) around the two nodes at the joining ends of the two lines.
4. Right click on the nodes.
5. Click on Join. The two lines are now one.

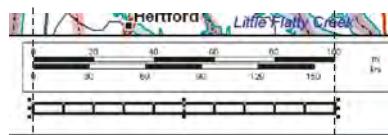
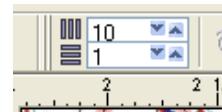
## Making a Rectangle a Specific Size

1. Using the rectangle tool  draw a rectangle of any size.
2. Select the rectangle with the Pick Tool 
3. In the tool bar (above the ruler), click on the padlock  so it is "unlocked." 
4. In the tool bar, change the width and height of the rectangle to the desired dimensions.



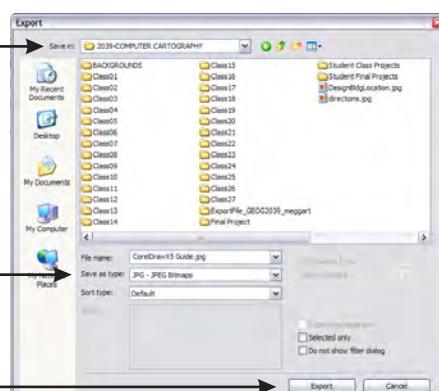
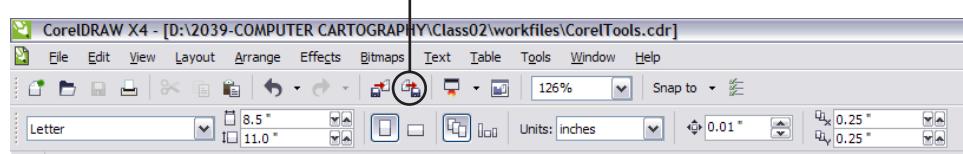
## Creating a "Banded" Bar Scale

1. From the toolbox on the left of the window, open the flyout menu from the Polygon Tool  and select the graph paper tool.
2. For this example, a 100 mile scale is used. In the tool bar, change the vertical grid number to 10 and the horizontal grid number to 1.
3. Zoom in to the scale on the base map and draw a grid the same length as the 100 mile scale.
4. Move the new scale to a blank spot in your window. Ungroup the squares and make every other one solid black. Add the numbers "0" "50" "100" and "miles" where appropriate. Select the scale and the numbers and group them before moving them on to the map.



## Exporting a CorelDraw File to a Different File Format

1. From the Tool Bar at the top of the window, click on Export icon.
2. In the Export dialog box select the location and format desired.
3. Click on Export.
4. Set parameters for the exported file according to the format selected in subsequent dialog boxes.

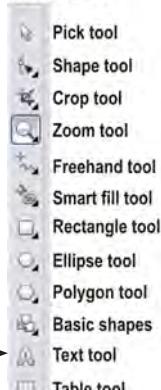


## Creating Text

1. Select the Text Tool from the toolbox.
2. Click in the approximate location you want the text and type.
3. Select the text with the Pick Tool and change the size/style/form as needed on the text property bar.



### TOOLBOX:

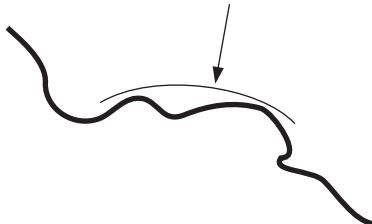


## Using the Insert Character Docker to insert degree signs and other characters

1. Using the text tool, type your text.
2. Place the cursor where you want the degree sign to appear.
3. In the main menu, click on Text--Insert Symbol Character.
4. From the Insert Character docker, select the same typestyle you are using from the window at the top of the docker.
5. Scroll down until you find the desired symbol and double click on it--it will appear in your text.

## Fitting text to a path:

1. Create a curved line following the path you wish your text to follow.

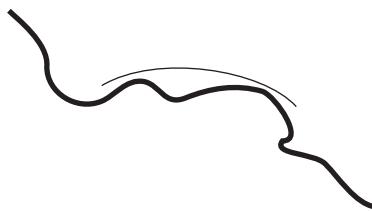


### Creating a curved line:

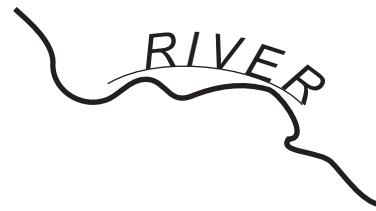
Using the Freehand tool on the toolbar (5th from top). Click and draw straight line segments following the general direction of the curve. With the straight line selected, click on the shape tool (2nd from top of toolbar). Click and drag a marquee to select all the nodes (squares) on the line. On the property bar above the window, click on the "convert line to curve" icon (6th from left). Click and drag on the middle of a line segment, or click on a node and use the node handles to manipulate the line into the curved shape desired.

2. Using the text tool on the toolbar, create the text (selecting desired size, style, and form) you wish to label the curve with.

RIVER



3. Select the text with the Pick tool. Hold down the Shift key on the keyboard and click on the curved line you just created. With both selected, click on "Text" in the main menu and select "Fit text to path."



4. The location of the lettering on the line may be adjusted by using the tools at the top of the screen. Once the lettering is placed as you wish, click in a blank spot to deselect the lettering, then click on just the line itself and right click on the "X" at the top of the palette to give the line no outline.



## Spacing text:

When you wish lettering to fill a space or area, it is better to increase the spacing between characters and words rather than stretching the lettering.

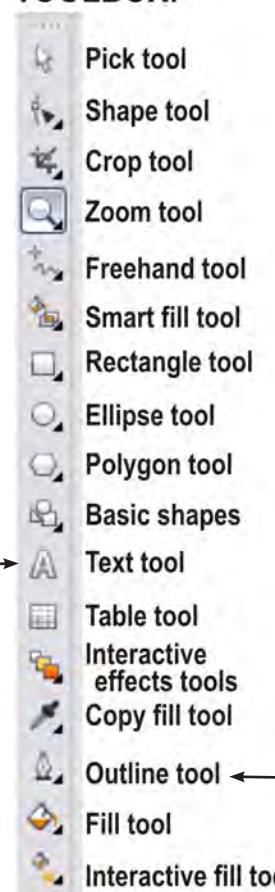
Select the lettering you wish to space with the Pick tool at the top of the toolbar. From the Main Menu, select "Text," and then "Paragraph Formatting." In the Paragraph Formatting docker that appears to the right of the screen, open the "Spacing" options. Increase the number in the "Character" box to increase the space between individual letters or numbers. If the lettering you are modifying consists of more than one word, increase the number in the "Word" box to increase the space between words. Generally, the number in the word box should be about 3 times bigger than the one in the character box (e.g.: if you increase the character spacing to 50, also increase the word spacing to 150).

*Gulf of Mexico*  
stretched text

*Gulf of Mexico*  
spaced text

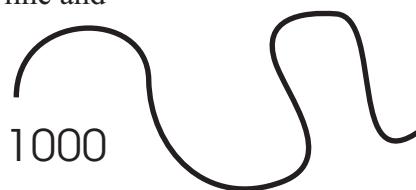
## Creating Text and Labeling Contour Lines

### TOOLBOX:

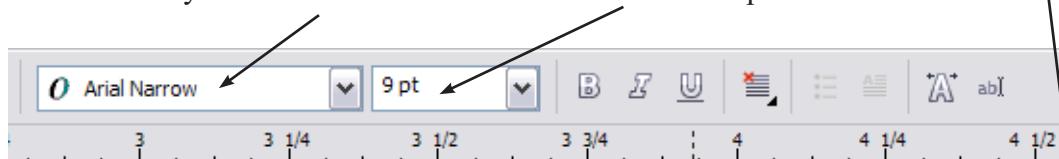


1. Select the Text Tool from the toolbox. —————

2. Click on a blank area near the contour line and type the contour value (e.g. "1000").



3. Select the Pick Tool and click on the lettering. From the Property Bar, change the font style to "Arial Narrow" and the font size to 9 pt.



4. Select the lettering with the Pick tool and drag it to the contour line. Click again until the rotation handles appear.

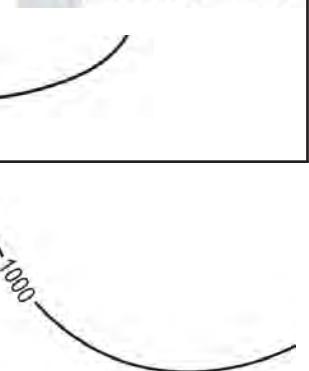
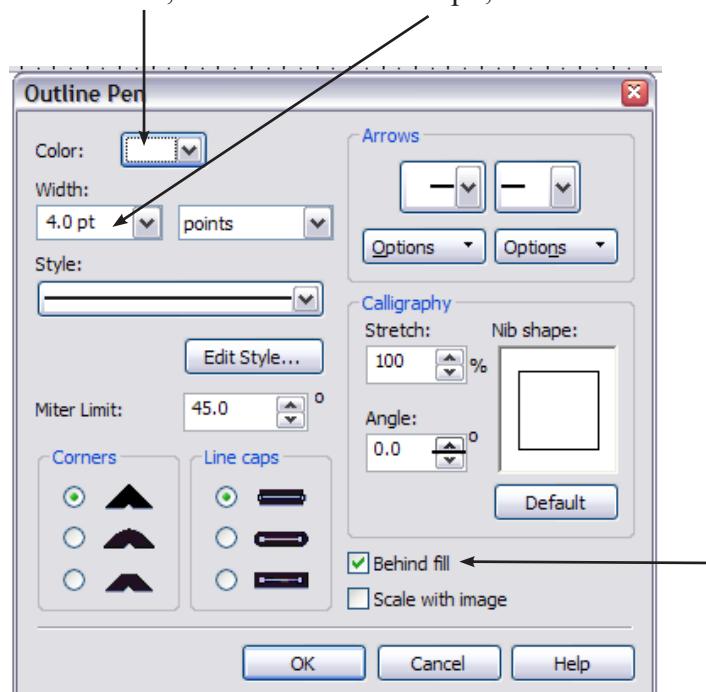
Drag one of the corner handles and rotate one of the corner handles until the lettering lines up with the path of the contour line.

5. It is necessary to put a white "mask" around the lettering to block out the line running through it that makes it hard to read.

a. Select the lettering with the Pick Tool.

b. Select the Outline Tool. —————

c. From the Outline Tool dialog box, change the color to "white," the line width to "4 pt.," and select "Behind fill."



**HINT:** To save time labeling contour lines, once you have one label created, select it with the Pick Tool and press the + sign on the numeric keyboard (be sure the "num lock" key is engaged) to duplicate it. This procedure works anytime you need more than one copy of any lettering or symbols.

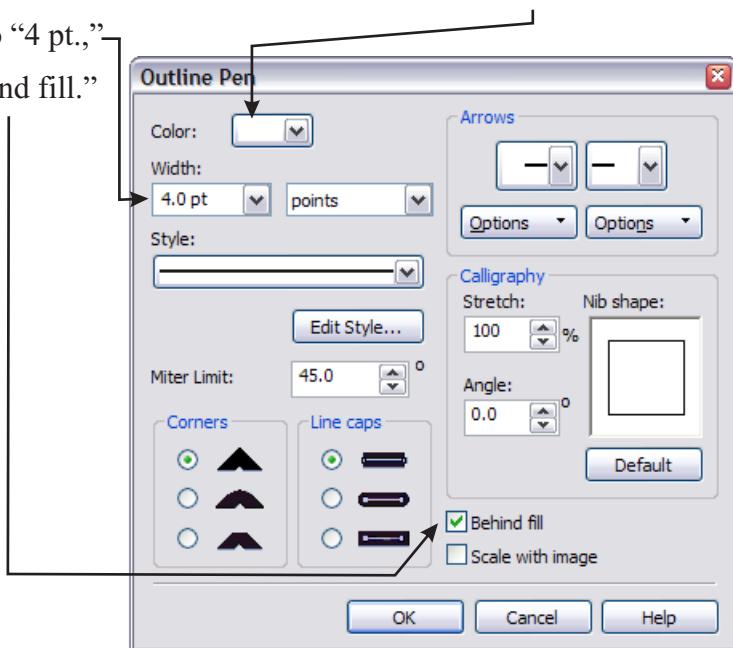
If you need to change "1000" to "2000" (or any other value), after you duplicate the number, select "Edit Text" from the property bar and change the number in the resulting dialog box.



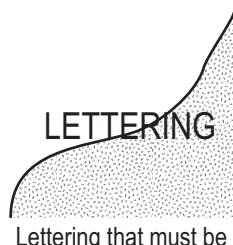
## Creating Masks for Lettering:

### Technique 1: Put a white\* outline around the lettering.

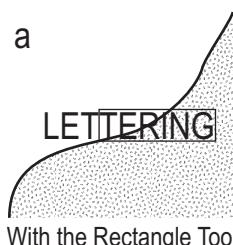
- Select the lettering with the Pick Tool.
- Select the Outline Tool from the Toolbox.
- From the Outline Tool dialog box, change the color to "white\*," the line width to "4 pt.," and select "behind fill."



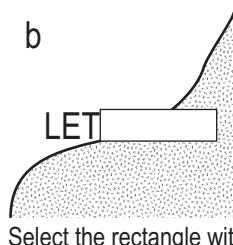
### Technique 2: Put a white\* rectangle between the lettering and overlapping lines or patterns.



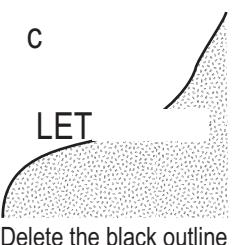
Lettering that must be placed over lines and patterns is often not legible.



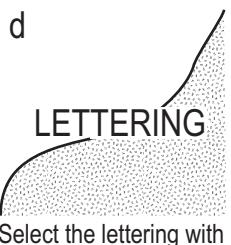
With the Rectangle Tool, draw a rectangle around the area of the lettering that overlaps the lines and/or pattern.



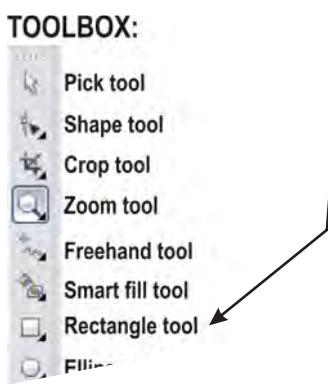
Select the rectangle with the Pick Tool. Give it a white\* fill by clicking on white in the palette



Delete the black outline by RIGHT clicking on the X at the top of the palette.



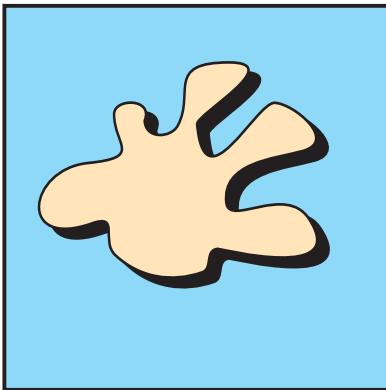
Select the lettering with the Pick Tool. From the Main Menu, select Arrange--Order--To Front of Page to move the lettering on top of the rectangle.



*\*NOTE: if the background behind the lettering and lines is grey, then the mask must be grey too.*

# Drop Shadows and Vignettes

## I. MANUAL DROP SHADOW

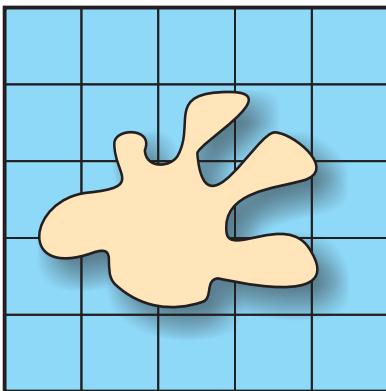


1. Make sure the object is filled.
2. Duplicate the object (+ on numeric keyboard).
3. Change the fill of the duplicate object to black (**left** click on black in palette).
4. Delete the duplicate object's outline (**right** click on the X at the top of the palette).
5. Place the duplicate object behind the original object (in the Main Menu, select **Arrange--Order--Back One**).
6. Using the arrow keys on the keyboard to nudge the placement of the drop shadow so that it is visible at the top or bottom and one side of the original object.

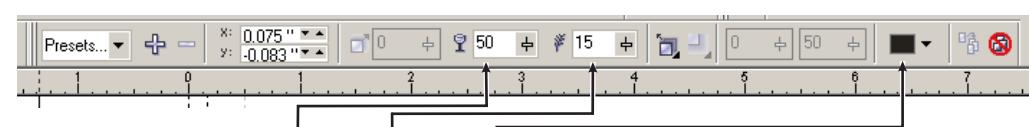


*Note: if there are several objects with drop shadows on one map, be consistent with the placement of the shadows.*

## II. INTERACTIVE DROP SHADOW

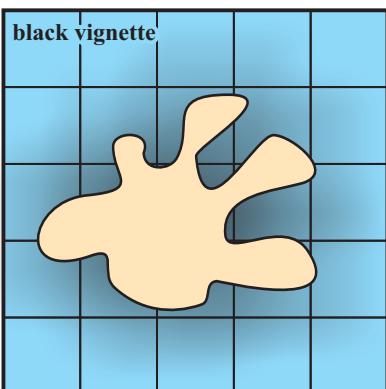


1. Make sure the object is filled.
2. From the Toolbox, click on the Interactive Tools Flyout → select the Interactive Drop Shadow.
3. Click on the center of the object, hold down the mouse button and drag the drop shadow to desired location.

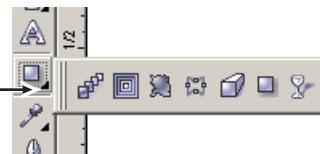


4. You can change the opacity, feathering, color, and other attributes of the drop shadow from the Property Bar.

## III. VIGNETTE

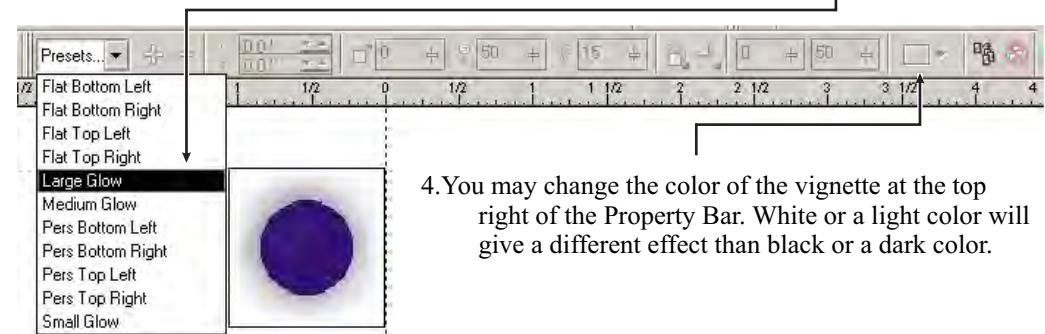


1. Make sure the object is filled.

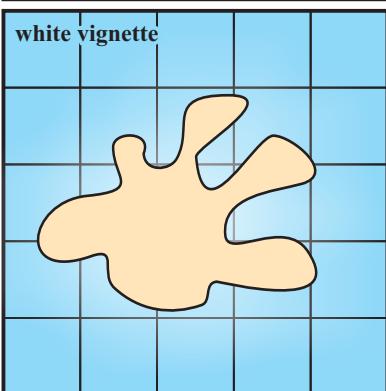


2. From the Toolbox, click on the Interactive Tools Flyout → select the Interactive Drop Shadow.

3. From the Presets window at the left of the Property Bar, select "large glow."

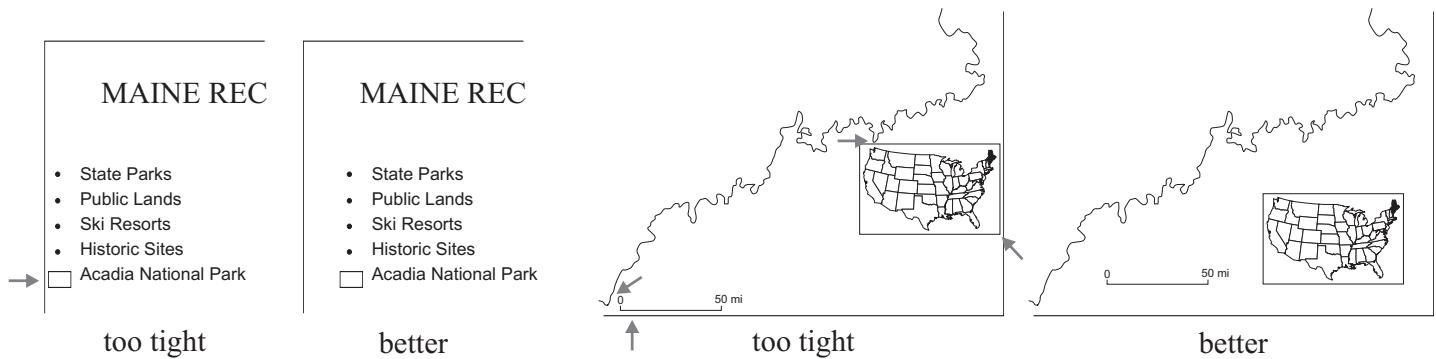


4. You may change the color of the vignette at the top right of the Property Bar. White or a light color will give a different effect than black or a dark color.

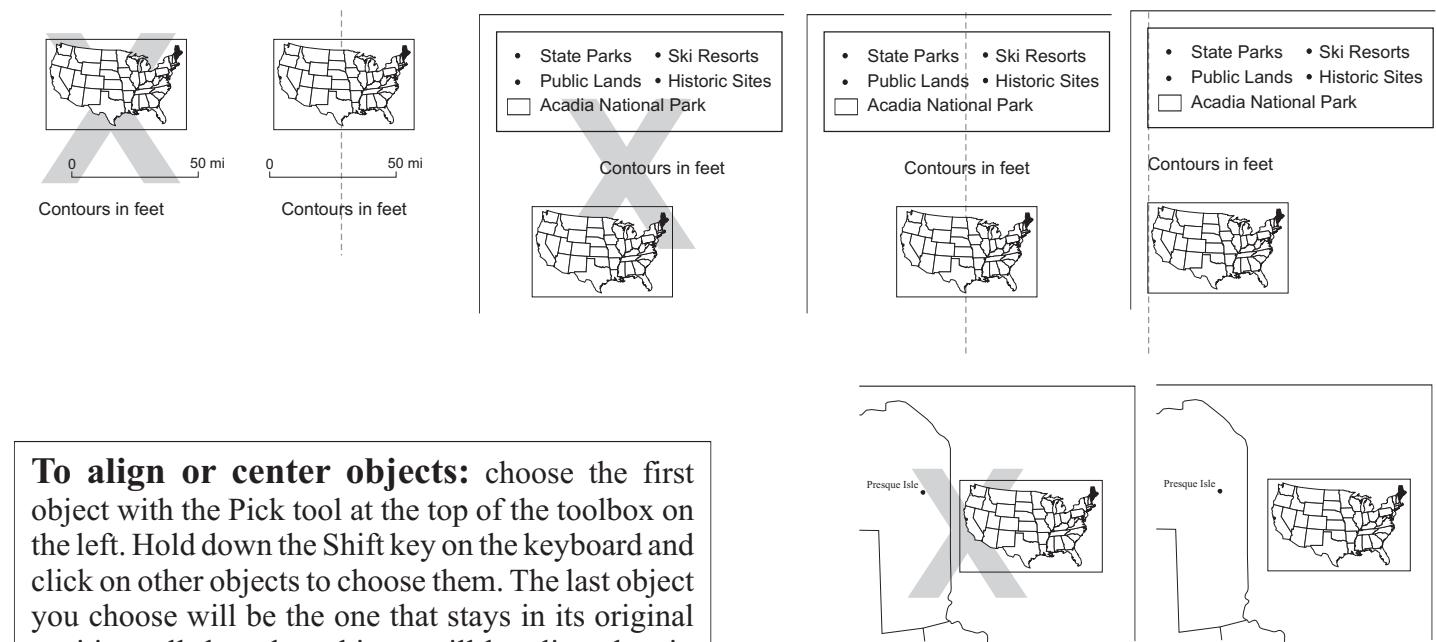


## Some Design Hints

1. Don't place objects too snugly against the neatline or other objects. Leave a little "breathing room."

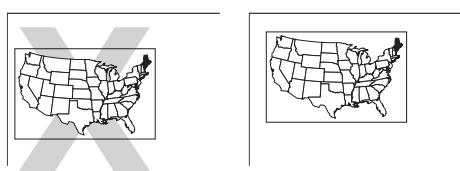


3. In general, try to align objects with other objects near them and /or the space they fit in.



**To align or center objects:** choose the first object with the Pick tool at the top of the toolbox on the left. Hold down the Shift key on the keyboard and click on other objects to choose them. The last object you choose will be the one that stays in its original position, all the other objects will be aligned to it. After choosing the objects, click on the icon in the property bar at the top of the window and select the appropriate options in the dialog box that appears.

4. When an object is close to a corner of the neatline, try to make the distance equal.



5. When an element (legend, title, etc.) is boxed in, make sure the element is centered within the box.

